

# Special Payment Requests – Payroll (May-2016) Form ACC-PYE001

## General:

It will be standing policy for the Department of Administration to process and pay Special Payments for employees in dire need and only for the amount due and payable.

In processing Special Payments all legal deductions shall be withheld such as income taxes, retirement, social security, etc.

Special Payment requests must be submitted for approval by the Director of Administration. The request for special payment must be submitted together with justification necessitating the urgency of immediate processing.

No Special Payment may be processed through verbal instruction; however, it must not be taken as an official order. Assurance of written Special Payment Justification must be obtained to back-up verbal instruction immediately after special payment checks have been issued.

**Special Payments constitute an exception to normal payroll procedures. Therefore, to ensure that all special payment requests are warranted, approval must first be obtained from the Director of Administration.**

Special Payments consist of those payroll checks which are prepared manually, supported by Time and Labor Distribution Sheets (or other previously approved supporting documents, i.e. Executive Order) signed and approved by Timekeeper, Supervisor and Certifying Officer.

Situations which require the manual preparation of payroll checks are:

- Advance salaries;
- Prepayments of annual leave;
- Clerical errors; and,
- Emergencies due to medical matters or death.

## Special Payment Request Form

### Line-By-Line Instructions:

#### Line 1 – DATE

Indicate the date of the request.

#### Line 2 – EMPLOYEE TITLE

Indicate the title of the employee requesting for payroll deduction.

#### Line 3 – EMPLOYEE NAME

Indicate the name of the employee requesting for payroll deduction.

#### Line 4 – SOCIAL SECURITY NUMBER

Indicate the employee's valid social security number.

#### Line 5 – DEPARTMENT / AGENCY

Indicate the employee's department or agency.

#### Line 6 – PAY CODE (Department and Division Number)

Indicate the employee's department and division number.

#### Line 7 – PAYROLL NUMBER

Indicate the employee's official payroll number. Typically found on check stub, employee identification and evaluation form.

#### Line 8 – REQUESTS SPECIAL PAYMENT FOR THE FOLLOWING REASONS:

Indicate the reason for the special payment. The reason must be one or more of the approved situations.

#### Line 9 – PAYROLL ENDING

Indicate the payroll period being advanced. Sufficient leave must be available to support advances.

#### Line 10 – PICKUP CHECK

Indicate the date the special payment check is need for pickup.

#### Line 11 – SUPERVISOR'S SIGNATURE

The employee's supervisor must sign and date this field.

#### Line 12 – EMPLOYEE'S SIGNATURE

The employee must sign and date this field.

#### Line 13 – ~~CERTIFIED FUND AVAILABLE~~

*As of August 2014, no longer required (Certification is on Time Sheet).*

#### Line 13 – DOA DIRECTOR'S APPROVAL OR DISAPPROVAL

The employee must sign and date this field.

#### Line 14 – DOA DIRECTOR'S SIGNATURE

The employee must sign and date this field.

### NOTES:

- **Approved Special Payment request forms must accompany:**

- **Certified Timesheet and**
- **Approved Leave forms;**

**Demand runs are scheduled payroll runs other than the bi-weekly regular payroll process.**

Generally, payroll demand runs are triggered when there is a need to process payments such as previous overtime work performed, retroactive salary increment and pay adjustment are also examples of payments that are processed thru a demand run.

Occasionally, demand runs are triggered when there is an **exceptional occurrence of pay such as merit bonus award, special achievement award, Doc Sanchez award etc.** that requires a separate payroll process since it does not involve work hours but a specific amount as identified by their respective Notification of Personnel Actions.